

# New Semester Checklist for Online Courses

- [Log in](#) to your D2L Brightspace account. Once you have been assigned courses, they will appear in your course list.
- [Create a JIRA ticket](#) if you want to work in your class early or if you need multiple sections of a course combined into a single course shell. Course sections cannot be combined after the semester start date.
- Copy course content from a previous or existing course.
  - See [Copy Course Materials – Copy all Components](#) or [Copy Course Materials - Import One Component](#)
- Update [availability dates](#) if you copied course materials from a previous semester. You can also use Manage Dates - [Bulk Offset Dates](#) under Course Administration to adjust the dates.
- Verify the course start and end dates are correct. [See Changing Course Start and End Dates.](#)
- Update or add items in the following areas as necessary:
  - Assignments
  - Quizzes
  - Discussion Forums and Topics
  - Content (You can use the Broken Link Finder under Course Admin to locate broken links)
  - Calendar
  - Grade book (See the Gradebook topic under D2L Brightspace Resources.)
- Customize your course homepage with existing or custom widgets, such as the Instructor Bio widget. See [Add an Instructor Bio Widget to Your Course Homepage.](#)
- [Post a welcome announcement](#) and a getting started message on your course homepage.
  - Include information about accessing publisher content and student support.
  - Remind your students to access their campus email account, as this will be the primary method used by the college for student communication. They can do this from within D2L by clicking on the Office 365 widget.
- [Send a welcome email](#) with information about the course syllabus, required materials, technical requirements, and the date the course will become available in D2L.
- Inform your students of [The CTL Student Resources Website](#), where they will find online and in-person help with academic technology.

## Questions or need some assistance?

[Schedule a consultation](#) with CTL staff and check out our [Course Design page](#)! You'll find these and many other helpful tutorials on the Faculty Resources site, under [eLearning – D2L Brightspace Resources](#).